

<i>Office of General Services</i> Safety Program and Policy Manual
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SUBJECT: Confined Space Entry  
NUMBER: 99-0104  
DATE: 1/1/99

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### Purpose

The purpose of this policy is to set forth requirements to provide protection for employees of the Office of General Services (OGS) when performing a confined space entry as required under 29 CFR 1910.146 and 1926.21 Confined Space Entry.

### Policy

Any individual entering into a confined space shall do so in accordance with the procedures outlined in this policy, the OGS Confined Space Program, and applicable OSHA standards. Affected OGS teams include, but are not limited to: Electrical, EMFS, Horticulture, Maintenance, Mechanical, and State House Maintenance.

### Procedures

1. Refer to the OGS Confined Space Program for locations of confined spaces and specific procedures to follow.
2. New spaces or areas not identified in the OGS Confined Space Program and questioned to be confined spaces shall be referred to Safety Support for proper confined space classification. Entry to confined spaces prior to classification shall only be conducted under Permit Required Confined Space procedures.
3. An appropriate warning sign shall be posted on each Permit Required Confined Space and the space shall be locked to prevent unauthorized entry.
4. All authorized employees who enter or work in a confined space or serve as entry supervisor, attendant or rescue will receive Confined Space Entry training from the Safety Support Unit.
5. Every worker involved in confined space entry operations must fully understand their duties, the hazards of the specific confined space, the appropriate safety controls, and the equipment required before work begins.

Confined space entry shall not occur until all team workers' questions are satisfactorily answered by the entry supervisor.

6. Contractors must be informed prior to entry of the potential hazards that may be encountered during their work. This includes giving the contractor access to any information available on the confined spaces involved in their project. Contractors and sources of outside rescue are responsible for training and equipping their personnel.
7. Failure to comply with the Confined Space Program as required by this policy will be treated in accordance with the OGS Disciplinary Action Procedures.